

Reminder: Upcoming Pension Plan Contribution Alterations

Dear [Employee's Name],

This is a friendly reminder regarding the upcoming alterations to your pension plan contributions. As of [date], your contribution rates will change to [new percentage/amount].

Please take a moment to review your current contributions and ensure they align with your retirement goals. If you have any questions or would like to make adjustments, feel free to reach out to the HR department at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]